



Falls Church City Monthly Meals Tax Report

Thomas D. Clinton, Commissioner of the Revenue

300 Park Avenue, Suite #104E, Falls Church, VA 22046-3301

Phone: (703) 248-5018 Fax: (703) 248-5212 E-mail: commissioner@fallschurchva.gov

Name of Business: _____

Trading As: _____

Business License Acct ID: _____

Business Address: _____

Meals Tax Report for the Month of: _____, 200_____

Name of Meals Tax Contact: _____

Meals Tax Contact Work Phone: _____

Meals Tax Contact Cell Phone: _____

Virginia Sales Tax Registration Number: _____

The Falls Church City Meals Tax is due the 20th of each month. There is a 10% penalty for filing late (.10 multiplied by line #2), if the tax is not paid on time. The minimum penalty is \$10.00 or 10%, whichever is greater. No discount shall be taken when filing late. A late payment interest penalty of 10% per annum will be charged on the 1st day of the next month (see line #5). Please contact Ms. Denise Vukmirovich with any questions at (703) 248-5018 or dvukmirovich@fallschurchva.gov. Thank you for your timely tax remittance!

1. **Total gross sales amount from meals, including alcoholic beverages, in Falls Church City:** 1. _____
(insert total gross sales amount from your Falls Church City location(s) on line #1)
2. **Total gross sales amount times the Falls Church City Meals Tax rate of 4%:** 2. _____
(multiply line #1 by .04, then insert gross Meals Tax amount due on line #2)
3. ***Calculate your 2% discount if paying the Falls Church City Meals Tax "on time":** 3. (_____)
(multiply line #2 by .02, and then insert the discount amount on line #3, then skip to #6)
4. **If your Meals Tax report is "late", meaning paid after the 20th of the month, then there's no discount, and you must apply the 10% late payment penalty or \$10, whichever is greater,** add to the amount from line #2, then insert late payment amount on line #4) 4. _____
5. **Adding the late payment interest penalty:** (interest begins on the 1st day of the next month), and it accrues at 10% per annum, (call for the monthly factor). Multiply the total amount of the Meals Tax due from line #2, times the 10% late payment penalty first, (from line #4), then multiply that amount times the number of months late factor and that equals the late payment interest penalty, then insert the late payment interest penalty amount on line #5) 5. _____
6. **Total Meals Tax amount due:** (subtract line #3 from line #2, *if paid on or before the 20th of the month, then insert total Meals Tax amount due on line #6) 6. _____
(*unless you're paying late, if late: then don't take the discount on line #3), and add lines #2, 4 & 5 (#5 only if filed after the last day of the month), then insert total amount due on line #6.

Name of Meals Tax Preparer (if not the contact name listed above): _____

Signature: _____ Title: _____ Date: _____

(Declaration: I declare that all the figures herein given are true, full and correct to the best of my knowledge and belief.)

Make checks payable to: "Treasurer, City of Falls Church", mail check & top copy to the: correct Meals Tax Address!

The Commissioner of the Revenue
Attention: Meals Tax Collections
300 Park Avenue, Suite #104E
Falls Church, VA 22046-3301

Falls Church City Monthly Meals Tax Report:

1. White/top copy & your check, mail to: "The Commissioner of the Revenue"
Please don't mail it to the Treasurer or use the Treasurer's old form
2. Yellow/bottom copy: remove & keep it for your records, or copy the top page.

Have questions about calculating the Meals Tax? Call (703) 248-5018.
We thank you for doing business in the City of Falls Church!

Tom Clinton

If you sell or move your business, or make ownership changes, please contact us immediately! Use the "Closing/Moving Your Business" letter available from the City's website at: www.fallschurchva.gov, click on "Taxes", then "Commissioner".
Thank You!